



**Trinity Utilities Committee
Tuesday, March 01, 2005
7:00 P.M.**

The Utilities Committee held its regularly scheduled meeting on Tuesday, March 01, 2005 at 7:00 pm at Trinity City Hall for the purpose of discussion, review and action for items listed on their Agenda.

MEMBERS PRESENT: Chairman Dwight Meredith; Committee Members Lloyd Brown, Bobby Campbell, Kelly Grooms, Raymond Hill, Barry Lambeth, Tommy Johnson, Jay Morrow, and Mike Robertson.

MEMBERS ABSENT: NONE

OTHERS PRESENT: City Clerk, Debbie Hinson; City Planning/Zoning and Code Enforcement Administrator, Adam Stumb, and City Engineer, Randy McNeill.

ITEM 1. Welcome

Chairman Meredith called the March 01, 2005 Utilities Committee Meeting to order at 7:00 pm and welcomed everyone in attendance.

ITEM 2. Review and Approval of December 07, 2004 Regular Minutes

Chairman Meredith called for any corrections, deletions, or additions to the December 07, 2004 minutes.

Hearing none, Chairman Meredith called for a motion to approve the minutes.

Committee Member Grooms made a motion to approve the December 07, 2004 minutes of the Utilities Committee as written. Committee Member Robertson seconded the motion. The motion and second was approved unanimously by all Committee Members present.

Unfinished Business

ITEM 3. Single-lot Residential Sewer Line Extension Guidelines (Recommendation)

Chairman Meredith opened this item and asked Mr. McNeill, Engineer to brief Committee Members on this subject.

Mr. McNeill discussed prior conversation with the Utility Committee at the last meeting concerning the possibility of providing sewer to some citizens that may have septic problems or may want to build a house on a vacant lot if the city sewer was located on his immediate neighbor's property or one neighbors property beyond that. This would mean that the property owner would install a 4" sewer line through another person's property. It was the consensus of the members at that meeting that 500 feet should be the maximum due to the potential liability for maintenance even though this would be a privately owned sewer line. If a problem arises the city would be responsible for checking the clean out located at the property line to find out if the problem was at the city clean out or the private property line. The city would extend this to only (1) home and would not be done for a development.

The City Manager visited some websites and obtained some information from other cities concerning their policies on this type of situation. Some cities do not allow this, however most cities allow this but treat it as special case where there would be a financial hardship on the owner to provide services any other way. We do not have a policy to present to you at this time but have started the process. Since most cities do not

have a policy we are reconsidering the adoption of a policy on this issue. We need some guidelines for the staff to use to make these decisions, but feel that we may not need a sewer extension policy. If a policy exists and someone meets the criteria of the policy then you must allow the extension.

Chairman Meredith and Mr. McNeill discussed the possibility of persons allowing the line to be extended across their property hooking on to the line as well as the homeowner that made the request. Mr. McNeill advised Committee Members that the property owner that had the problem would have to secure private easements from his neighbors and would be responsible for extending the private sewer from his house to the city sewer line. The city would own only the portion located at the outfall. The maintenance of the line would be the responsibility of the person who made the request and could have only (1) home located on the line. Committee members discussed how needs of this nature needed to be done on a case by case basis and that they should be based on need. In the event that more than one owner wished to tie into the city sewer the case would still be looked at on a case by case basis and instead of two (2) four (4) inch lines the city would require one (1) eight (8) inch line to be installed. The persons making the request would still be responsible for installation of the line and acquiring the easements needed for installation. After installation, it would become the responsibility of the city to maintain the 8 inch line.

Mr. McNeill discussed with members a request that had been made to the city concerning this type of need. It is approximately 1,000 feet to extend the sewer from the road for this property owner, but only approximately 300 feet from the back property line to the sewer line. However, there is the need to cross another person's property. This homeowner would be served through the Colonial Heights Project.

After further discussion the following recommendations were made by Committee Members:

- No more than 500 feet on 4 inch line
- 4 inch line required
- One (1) home per 4 inch line
- That requests be decided on a case by case basis
- The owner will be responsible for obtaining their own easements.
- The line is the sole responsibility of the owner and must meet plumbing codes

After review of the recommendations, Committee Member Grooms made a motion to recommend this procedure to Council with the above listed criteria. Committee Member Lambeth seconded the motion. The motion and second was approved unanimously by all Committee Members present.

New Business

ITEM 4. Recommendation Form

After Chairman Meredith opened this item, Mr. McNeill, City Engineer advised Committee Members this form was requested by Council and will ensure that Council receives adequate information regarding recommendations from City Boards and Committees.

Chairman Meredith discussed with Committee Members how this form addressed recommendations to Council from them and how it can be used to help eliminate confusion. Committee Member Lambeth discussed how this form would illustrate 2 views both the majority opinion and the dissenting opinion and why. This will give Council a better view of this boards conclusion as well as why that conclusion was made.

The comments were generated from the committee were favorable. Committee Member Brown liked how this form gave all opinions; Member Grooms discussed how this form made a Committee Member responsible in voicing an opinion. This form allows members to express their opinion and list reasons for your opinion to make sure that you are heard. It will keep everyone on the same page and will make sure the questions are answered for the Council to make an educated vote.

ITEM 5. Sewer Project Updates

Chairman Meredith opened this item and asked Mr. McNeill to brief Committee Members on this item.

Mr. McNeill and Committee Members reviewed the following items:

Phase 1

We have finalized the project extension with monies left over from the original project. We plan to extend the sewer a little farther down Finch Farm Road, up County Meadows Lane, Dawn Acres Lane, and Sunnydale Acres Lane. This will serve another 28 homes. The design has been completed and we are in the process of getting the permits and acquiring easements so this project can go forward. We plan to have the Phase I-B contractor to price this project and try to have all of this completed within the next 6 months.

Colonial Heights

Mr. McNeill discussed the items that had occurred with this project causing delays for this project. He discussed the delay caused at bid opening due to mathematical errors on the apparent low bidder's bid. The errors made by the apparent low bidder caused them to become the high bidder thus resulting in an award of the bid to be issued to Terry's Plumbing. The Pre-Construction meeting was held two (2) weeks ago and March 1 is the start date. This project will last approximately 9 months and should be finished around Thanksgiving. There will be a pump station on Pike Street, gravity sewer throughout Colonial Heights, a pressure line coming back from Pike Street through Colonial Heights back up to 62 and to the sewer line located on Finch Farm.

Phase 2

All sewer line survey has been completed for Phase II. The design of the pipe lines has been completed and we are starting to design the pump station. We plan to start acquiring property easements (60 or more) for this project in April.

Darr Road Area- CDBG

The design on this project is well underway. We have finished all of the surveying and have started the design of the sewer lines.

Phase's 2, 3, 4, and 5

Mr. McNeill discussed a meeting with Rural Development, the city's funding agency for Phases 2, 3, 4, & 5. Our representative was very positive concerning our projects and discussed the municipalities located within his district that do not qualify because of their population. The municipalities that do qualify are so small they do not have the economic resources to qualify unless they can acquire a grant and a loan. Trinity does not qualify for grants any longer due to the increase in the middle house income bracket but is eligible for loan dollars as long as payback is feasible. Our representative advised us to get our Phase 3 application in as soon as possible. If we can make it work financially by generating revenues to make cash contributions and also afford the payments we have developed a schedule that will complete this program in 6 years instead of the 12 years planned.

Our next step is to finish the environmental document for all Phases (3, 4, and 5) and prepare a Preliminary Engineer Report. The report is finished except for completion of the financial analysis and the environmental work is approximately 2/3rds complete.

Mr. McNeill and Committee Members discussed who prepared the environmental study and how the environmental study was prepared. Mr. McNeill advised Committee Members that Robert Goldstein from Raleigh had been hired as a sub-consultant to complete this report and by combining Phases 3, 4, and 5 the city will save approximately \$20,000.00. Once this is completed and this document approved we can submit a project, get an application approved, and start design for the projects on an annual basis.

Mr. McNeill discussed other possible funding sources to help fund new projects within the Phase 2, 3, 4, or 5 such as a CDBG Grants or funds known as Pork Barrel funds. This is money provided to our local senators. Mr. McNeill discussed how this program worked and Trinity's possibility to request a portion of this money be allocated to be used in Trinity. He advised Committee Members that the Phase 3 application needed to be submitted and verification received that it has a good chance to be funded. It would be good to pursue request for allocation of the Pork Barrel Funds this fall.

Mr. McNeill advised Committee Members that the 4 pages from the Retreat power point presentation that discussed projects and the summary of these projects would be mailed to them.

ITEM 6. Water Line Upsizing Along NC Highway 62 Update

Chairman Meredith opened the item and turned the discussion of this item over to Mr. McNeill.

Mr. McNeill discussed the water line being installed by Davidson Water through Trinity to get water to Archdale. Davidson Water originally planned to run a 12" line to do this. The Randolph County Economic Development Corporation approached Davidson Water and discussed water pressure and sprinklers. Mr. McNeill discussed how the City lost some potential commercial customers because there is not adequate fire protection or sprinkler water. By upsizing this pipe from 12" to 16" it would allow better pressures for the system for quite some time. This 16" inch line will solve a lot of the problems. Trinity, Archdale, and Randolph County agreed to finance the costs of the upsizing at approximately \$50,000.00 each. This will give us additional 10psi pressure.

Committee Members discussed their feelings on this expense compared to the benefits that would be derived from this upsizing. Committee Member Brown discussed his neighbors concerns and their desires to keep Trinity a bedroom community and their desires not to see an excessive amount of commercial development. Committee Member Lambeth and Grooms discussed how residential growth would cause an increased stress on a 12 inch line and how upsizing this line to 16" would help hydrant pressure and address residential and commercial growth.

After further discussion, Mr. McNeill advised Committee Members construction was scheduled to begin in May and be completed in the fall.

ITEM 7. Consider Next Phase Of Street Lighting (Recommendation)

Chairman Meredith asked Mr. McNeill to brief Committee Members on this item.

Mr. McNeill advised Committee Members that Duke Power needed to know where the City of Trinity would like to have street lights installed. This is a service that Council determined to provide to its residents by using franchise tax to fund the expenditure. Mr. McNeill discussed the map of the Thoroughfare Plan created in 1999.

Committee Member Brown asked if the entire city needed to be lighted.

Mr. McNeill suggested that the City avoid the areas surrounding the Phase 2 and Darr Road area where sewer projects are going to be started.

Committee Member Robertson stated that he would like to see more lighting at the intersection of Finch Farm Road. Committee Member Brown stated that he did not have an objection to lighting at major thoroughfares but did not feel that every street in the City should be lighted. Committee Member Grooms discussed his feelings on the need for street lights at highly congested areas. Committee Member Robertson stated he would like to see more lighting at the intersection of Finch Farm Road.

Mr. McNeill advised Committee member to think about where they would like to see street lights and at the next meeting present those ideas.

Committee member Grooms made a motion that Committee members take time between this meeting and the next meeting of this Committee to look at possible areas during a night ride and that each member prioritizes what they feel needed to be done. Each member will bring back their recommendations to be discussed at the next meeting of this Committee. Committee Member Roberts seconded the motion. The motion and second was approved unanimously by all Committee Members present.

ITEM 8. Election of Officers

- **Chair**
- **Vice Chair**

Chairman Meredith opened this item and advised Committee Members that the City Council made a recommendation that the Planning Board and Utilities Committee pick a Chair and Vice Chair from within their membership. There will be one (1) liaison appointed to the committee from staff and one (1) liaison from Council.

You may discuss this and try to decide who you would like to serve as Chair and Vice Chair tonight or table this until the next meeting.

Committee Members discussed the need to fill the vacancy on this Committee prior to moving forward with this item. Committee Member Lambeth advised Committee Members that either he or Chairman Meredith would not be serving on this Committee and the Mayor would make the appointment to this Committee for the Council liaison.

Committee Members discussed who would be eligible to be the Chairman of this Committee. Committee Member Lambeth advised members that the appointed Council liaison could not be the Chairman of this committee. It must be one of the eight (8) members (citizens) serving on the Committee.

Chairman Meredith discussed the guidelines in the packet and recommend that it be read by Committee Members and that Members decide who they feel will be the person most qualified to serve as Chairman and Vice Chairman. It needs to be someone that will be here on a regular basis as referred to in the guidelines on attendance.

Committee Member Brown asked that a roster of the members of the Committee be provided with contact information. There was discussion about how this information would help Committee Members be more in touch.

Committee Member Brown asked about provisions for Co-Chairman and if they were the same as the Chairman and did this person come from within the eight (8) member Committee. Committee Member Grooms stated the Co-Chair must come from within the Committee Membership and that person will fulfill the responsibilities of the Chairman in their absence. Committee Member Lambeth stated that if both Chairman and Vice Chairman were absent then members will choose a Pro-Temporal to Chair the meeting.

Committee Member Robertson asked about Member Terms as defined on Page3, number 3 in regards to staggered member terms. How does this affect this Committee at this point?

After discussion concerning when members were appointed and how this would be determined it was the consensus of Committee members that staff and Manager Bailie provide ward designations as well as a list of members with their appointment dates to Committee Members in an effort to help members make their decision.

Chairman Meredith and Committee Member Lambeth discussed Ward designations advising Committee Members that Interstate 85, Turnpike Road, and Hopewell Church Road served as dividing lines.

After further discussion, Committee Member Grooms made a motion to table until Committee Members received the information requested to be used when deciding on staggered terms as well as getting the new Committee Member from Ward 3 added to this Committee. Committee Member Brown seconded the motion. The motion and second was approved unanimously.

Additional Business

ITEM 9. Business From Committee Members

Committee Member Campbell discussed problems with a section of Cold Brook Road located in a subdivision off of Meadowbrook Road. This road has been paved by the State except for a cul-de-sac in this development. He discussed his conversation with NCDOT concerning this problem and was advised first that there was not enough Right of Way to allow paving of this section. After further conversation I was informed that the City of Trinity had assumed maintenance of this street. Mr. Campbell was advised that Trinity had not assumed maintenance on any of these streets in this development. Mr. Randy McNeill, engineer, advised Mr. Campbell this road was not a State Road and was listed as a private road.

Chairman Meredith suggested that Committee Member Campbell call Mr. Jeff Picklesimer, a representative with NCDOT and ask him to research the state's responsibility for this road. There are guidelines used by the state concerning maintenance issues and when the state will assume or take over maintenance for streets. If a street is built prior to a certain date then NCDOT will take over maintenance of that street.

Chairman Meredith advised Committee Members that Council had discussed using some of the Powell Bill money to begin bringing up roads to state specifications; however no policy or decision has been made. There has only been discussion.

Mr. McNeill, Engineer, discussed a recommendation that would be made by staff and the engineer when this subject is approached. We will recommend that the City pick an area where there are good roads already in existence and explore taking the maintenance on those roads over and to explore some roads that may need some maintenance and to try to work with NCDOT to get the repairs made prior to the city assuming maintenance responsibility. Once these roads are identified, costs for repairs will be estimated and the results taken to Council to discuss the possibility of the city assuming maintenance on them.

ITEM 10. Business from Staff

Chairman Meredith called for business from staff.

None

ITEM 11. Adjournment

With no other business to discuss, Chairman Meredith called for a motion to adjourn the March 01, 2005 Regular Meeting of the Trinity Utilities Committee.

Committee Member Robertson made a motion to adjourn the March 01, 2005 Meeting. Committee Member Johnson seconded the motion. The motion and second was approved unanimously by all Committee members present.

These minutes were approved at the May 03, 2005 Regular Meeting of the Utilities Committee as written by motion of Committee member Brown, seconded by Committee member Grooms and approved unanimously by all Committee members present.

Debbie Hinson, City Clerk

Dwight Meredith, Chairman

Date

Date